

Most Frequently Asked Questions about the Student Portal

HOW MANY INTERNSHIP PROGRAMS USDA HAVE?

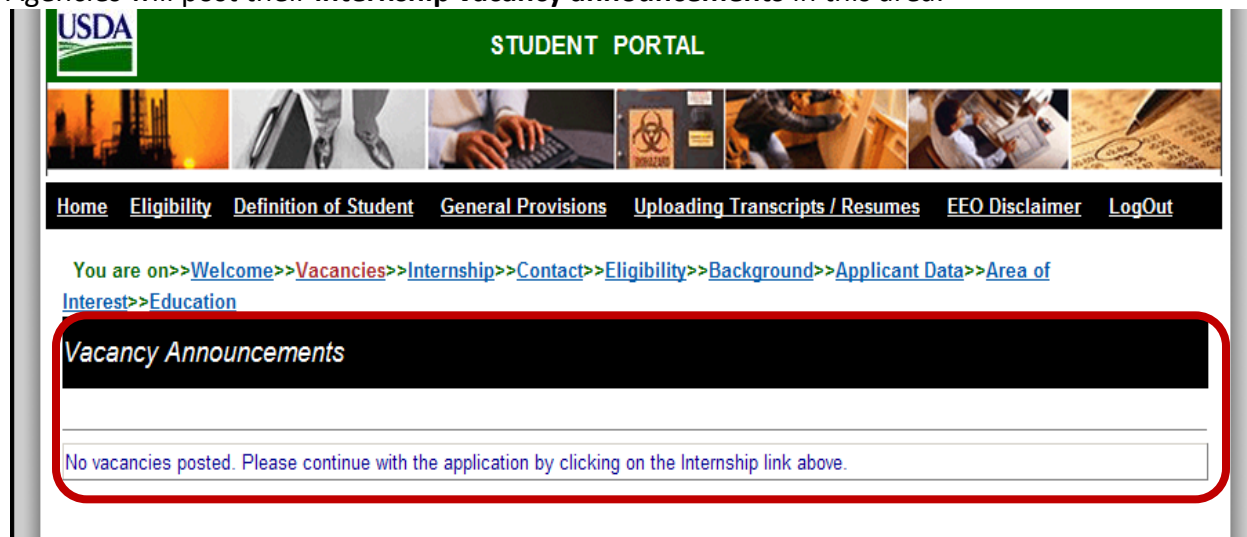
The U.S. Department of Agriculture (USDA) offers 17 internship opportunities to work in the agricultural, science, technology, math, environmental, management, business and many other fields. Some internships programs have their own online or paper application process. Only those interested to apply to the "Student Internship Program," must submit an online application through the student portal system.

WHEN IS THE DEADLINE TO APPLY FOR AN INTERNSHIP AND WHEN SHOULD I EXPECT TO HEAR THE RESULTS?

Applications are accepted beginning the last week of January through the last week of April of each year. Notification of placements is made between mid - April and mid - May of each year. Orientation day starts in mid-June for headquarters interns and orientation for field interns starts on their first day of work.

HOW DO I APPLY TO A POSTED VACANCY ANNOUNCEMENT?

Agencies will post their **internship vacancy announcements** in this area.



Read the announcements and proceed and choose the vacancy announcement you wish to apply. If there is no vacancy announcement or the vacancy announcement does not apply to you, please proceed to the next page to be considered for a general internship opportunity by our agencies.

HOW DO I KNOW MY APPLICATION IS COMPLETED?

A completed application consists of having submitted the following:

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

Student Employment Program

All items are to be electronically submitted as part of the application. Remember to upload the documents in Word or PDF format and follow the instructions when uploading the documents.

HOW LONG WILL MY APPLICATION BE ON THE STUDENT PORTAL SYSTEM?

Your application will remain current until either you are hired or 6 months after you submit your application. After the period of 6-months, you will receive an e-mail message alerting you that your application is about to expire instructing you to log-in and update your application for the next session.

HOW DO I CHECK THE STATUS OF MY APPLICATION?

Mission Areas Student Employment Coordinators and hiring managers will not correspond to general applicant status inquiries. Applicants will receive automated responses to acknowledge their receipt of their completed application submission. If your application was selected, a Mission Area Student Employment Coordinator or a hiring manager will be in touch with you.

HOW DO I KNOW MY TRANSCRIPT(S) OR LETTER OF ACCEPTANCE WAS PROPERLY UPLOADED INTO THE SYSTEM?

After selecting your document, click “**Uploading All**,” your document will appear automatically as it appears on the **screen below**. Ensure your file is legible on the screen and when printed.

Please upload transcript(s) and submit the school information

Upload Transcript/Letter of Acceptance:
(you can upload multiple files)

Select Files

[Upload All](#) [Clear](#)

upload pdf or tiff only(2MB)

[Add School & Continue](#)

School Name	Address	City	State	Zip	Country	Attendance	Transcripts	Delete
						April 2011 To April 2011		X
InterAmerican Florida University			9			January 2004 To May 2008		X

However, in the box “under transcripts” is **empty**, this means that your transcript was not filled or properly uploaded.

If you wish to add additional transcripts, click on “**select files**” and choose the document you wish to upload and then click “Unload All”.

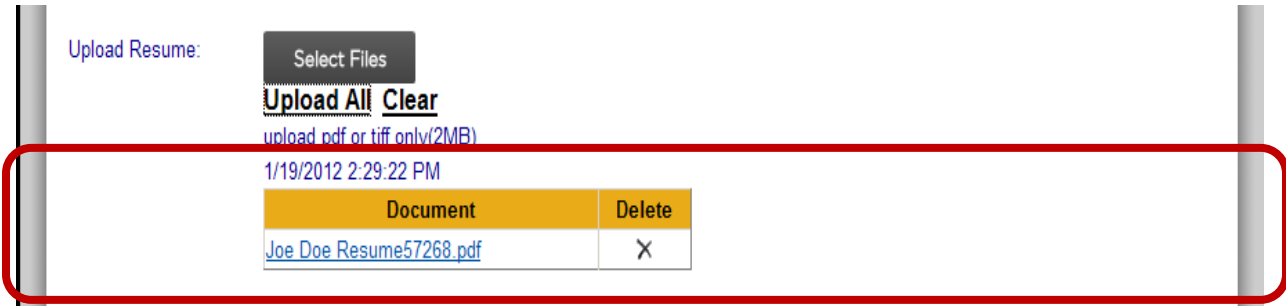
However, if you wish to change a document, just click “**delete**” and follow the instructions describe above.

Revised on 1/25/2012

Student Employment Program

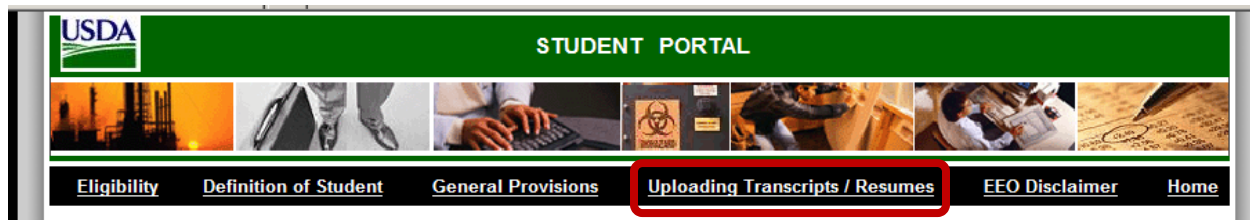
HOW DO I KNOW MY RESUME WAS PROPERLY UPLOADED INTO THE SYSTEM?

After selecting your document, click “**Uploading All**,” your document will appear automatically as it appears on the screen below. Ensure your file is legible on the screen and when your print it out.



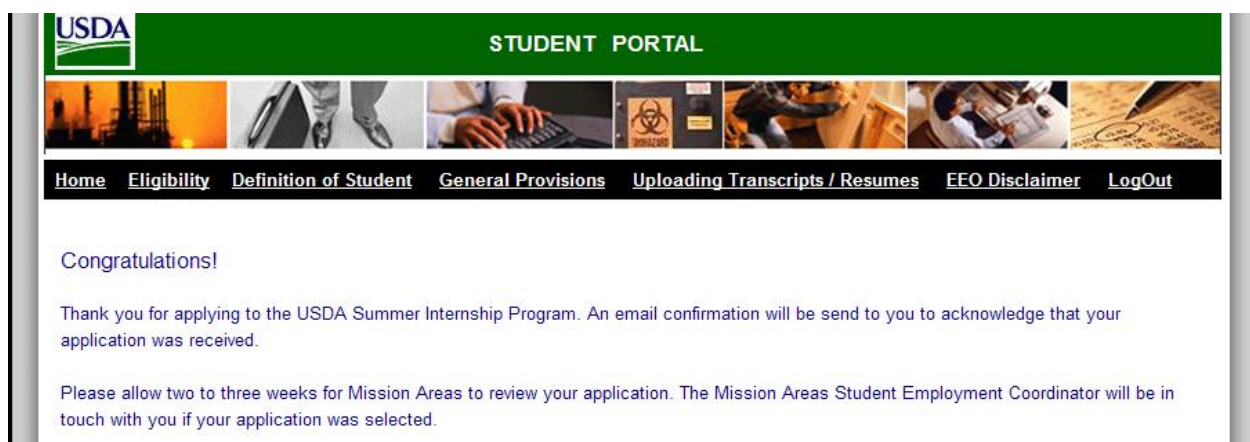
WHEN UPLOADING DOCUMENTS INTO THE SYSTEM, HOW DO I KNOW WHAT DOCUMENTS ARE PERMITTED?

Only documents that are PDF, TFF and word documents are accepted. Make sure the file is less than 24MB in size. Larger files will not be accepted. Ensure your file is legible on the screen and when printed. To learn more about uploading transcripts/resumes, click on the “uploading transcripts/resumes,” located on the heading.



HOW DO I KNOW MY APPLICATION WAS SUCCESSFULLY SUBMITTED?

After submitting your application, you will prompt the “**Congratulation Page**.” This page will served as a confirmation that your application was successfully submitted into the student portal.



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HOW DO I KNOW WHEN PLACEMENTS ARE MADE?

Once your application is in the student portal system, USDA recruiters, hiring managers and internship coordinators will have the ability to search the data base using the following criteria: Area of Interest, Location, Academic Level, Application Status, Affinity Groups, Academic Major and Internship Session.

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set, etc.). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule.

If you apply directly to a posted vacancy announcement, the Agency student employment coordinator who posted the vacancy announcement will only review those applications. If your application is selected, you will be contacted.

WHO SHOULD I CONTACT, IF I WANT INFORMATION ABOUT THE USDA STUDENT EMPLOYMENT PROGRAMS?

If you have any general questions about the student employment program that are not listed on the website, please direct your questions via email at USDA.Internships@dm.usda.gov and in the subject area write “Internship Program Inquiry.”

WHO SHOULD I CONTACT, IF I ONLY HAVE TECHNICAL QUESTION OR I ENCOUNTER GLITCHES ON THE SYSTEMS SUCH AS UPLOADING MY RESUME OR TRANSCRIPT(S)?

Please direct **ONLY technical questions** regarding the “Student Portal” site to this email address: Dmappservices@ocio.usda.gov. If your questions **are NOT technical** they will not be answered or forward to the USDA.Internships@dm.usda.gov.

IF I HAVE SPECIFIC QUESTIONS ABOUT AN AGENCY INTERNSHIP PROGRAM WHO SHOULD I CONTACT?

You should contact the respective internship program coordinator. Click here to view the current list of contacts. (LIST WILL BE ATTACHED and provided to WCTS to be posted as a link...)

HOW DO I KNOW MY PAY LEVEL WHILE PARTICIPATING IN MY INTERNSHIP PROGRAM?

Pay Level – or General Scale (GS) levels for internships vary based on the position, level of experience, and college level. For example,

- If you are pursuing a Master’s degree, you may qualify for a GS-7 or 9 only.

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- If you are pursuing a Bachelor's degree, you may qualify for a GS-3 or 4 only.
- If you are pursuing an Associate's degree, you may qualify as a GS-2 or 3 only.
- If you are in high school, you may qualify as a GS-1 only.

For more details about the Federal Government Pay Scale, please click this link: <http://www.opm.gov/oca/12tables/index.asp>, and click on "General Schedule and Locality Pay Tables." Depending on your internship location, the pay scale will change, see locality pay table for details <http://www.opm.gov/oca/12tables/indexGS.asp>.

Additionally, most intern position announcements provide the salary and GS level in the posting.

HOW DO I KNOW WORK SCHEDULE?

Your work schedule will depend on the position, agency needs and upon mutual agreement. After you have been selected, you and the hiring manager can come to an agreement as to your work schedule, to include hours, days and start and end dates.

Thank you for your interest in a career at USDA.

Respectively,

Recruitment and Diversity Division

Office of Human Resource Management
United States Department of Agriculture (USDA)